

## Cambridge Intern Program Completion Form

In order to document that a student has completed an internship, all businesses awarded Cambridge Intern Program funds are requested to submit this internship completion form, W-9, and proof of payment/hours worked to the Cambridge Economic Development Director. Forms must be submitted within 30 days post internship. Once documentation is received grant funds will be distributed.

### Business Information

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Information

Name of Student: \_\_\_\_\_

Student Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

### Internship Information

Title of Internship Position: \_\_\_\_\_

Start Date: \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_

Number of Weeks employed: \_\_\_\_\_

Wage per hour: \$ \_\_\_\_\_

**Was the student employed following the completion of the internship?** Yes or No

**Does the business plan to retain this internship position?** Yes or No

Please elaborate: \_\_\_\_\_

\_\_\_\_\_

**Describe the outcomes and impacts of participating the Cambridge Internship Program:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_